

DEPARTMENT OF THE ARMY
Missouri River Division, Corps of Engineers
P. O. Box 103, Downtown Station
Omaha, Nebraska 68101-0103

MRD-R 1130-1-2
Change 1

MRDCO-R

Regulation
No. 1130-1-2, Change 1

15 September 1986

Project Operations
PARK RANGER TRAINING PROGRAM

1. This change to MRD-R 1130-1-2, 1 August 1986, accomplishes the following: Facilitates involvement by appropriate office elements in the instruction of specific training units.

2. Substitute the enclosed pages as shown below:

Remove Pages

Insert Pages

5 and 6

5 and 6

A-7 and A-8

A-7 and A-8

3. File this change in front of the publication for reference purposes.

/s/
CHARLES E. DOMINY
Brigadier General, USA
Commanding

Encl

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Project Operations
PARK RANGER TRAINING PROGRAM

1. Purpose. This regulation provides a format for the broadest training experience available for the purpose of:

a. Preparing the Natural Resources Management intern to accomplish his or her job as a professional ranger.

b. Preparing the intern for his or her ultimate position as a Park Ranger or Park Manager within the Missouri River Division's Natural Resources Management Program. Managerial positions to which the intern may aspire include:

(1) Project or Resource Manager, GS-11, GS-12, GM-13.

(2) Park Manager, GS-11.

(3) District level Natural Resources Management Branch positions GS-11, GS-12, GM-13.

2. Applicability. This professional training program is designed for employees who are assigned in the Park Ranger 0025 series with a GS-9 target level.

a. Basic Program. The Natural Resources Management Training Program basically covers a 2-year period of both formal and practical instruction. It is designed for a GS-025 Park Ranger entering at the GS-5 level. Upon successful completion of the elements of the first year program the intern will be eligible upon his or her supervisor's recommendation for promotion to GS-7. Upon successful completion of the elements of the second year program, the intern will be eligible upon his or her supervisor's recommendation for promotion to GS- 9.

b. Entry at Higher Grade. When an intern enters the program at the GS-7 level, he or she may be able to substitute previous work experience and training in lieu of the first year of the program. In order to substitute training and experience, the intern will be required to submit an up-to-date SF 171 (Personal Qualification Statement) and a written request for a waiver of training to the District Natural Resource Management Branch Chief. The request will include sufficient information to show that all requirements of the basic 2-year program will be met at the end of his or her 12-month program. If an intern enters the program at the GS-7 level and 2 years of training is required, he or she must complete the 2-year program before being considered for promotion to GS-9. Interns entering at the GS-9 level may be enrolled in a 1-year program based upon specific individual needs.

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Individuals from other agencies may require orientation and required reading with only selected requirements for certain training courses. This will be left to the individual, his or her supervisor, and the District level Natural Resource Management Branch Chief.

3. References. Cited legislative references and Engineer Regulations are listed in Appendix B.

4. Program Contents. Appendix C outlines the contents of the Park Ranger Training Program.

5. Training Coordinator. A ranger training coordinator from the Natural Resources Management Branch will be the District Liaison for all training activity. The training coordinator will be responsible for administration, coordination, and follow-up of this program. Training will be accomplished over a 24-month time span with assignment to the District Office and at least two lake projects.

6. Personnel Authorization. The Missouri River Division Office, Natural Resource Management Branch, will retain command authority for the Division-wide ranger training program and may determine appropriate action on individual cases. Civilian personnel spaces to cover Park Ranger Interns will be retained by the District Office.

7. Administrative and Reporting Requirements. For time, leave, payroll and strength reporting, interns will be treated as employees of the project to which they are assigned. A copy of a current application, SF 171, for each Park Ranger Intern will be filed at the project office upon employment. A copy of pertinent personnel action and job description pertaining to an intern will also be retained by the Division level Natural Resource Management Branch and the District training coordinator for reporting purposes and to assist in keeping current on the status of the program. Each Park Ranger Intern should be encouraged to maintain his/her own file to include all pertinent information received during the 24-month training program.

8. Intake. Standard personnel recruitment practices will be used to attract and assure consideration of all potential candidates from sources within and outside the Department of the Army. Each trainee will meet all basic eligibility and qualification standards prescribed by the Office of Personnel Management Park Ranger Qualification Standards. Intake into this program will include but not be limited to:

a. College graduates who have academic qualifications in biology, outdoor recreation, natural resources, or other related fields.

b. Permanent career or career conditional employees who have demonstrated ability to perform effectively in a rotational ranger intern program. Such employees must have a minimum of 3 years experience as stated in the Park Ranger Qualifications Standards, be recommended by their supervisor, and submit a current SF 171.

c. Employees from other agencies who are technically competent, meet the qualifications stated in Park Management Qualifications standards and who can bring desired skills and experience to the Army.

9. Duration of the Training Program. New employees entering the rotational ranger intern program will begin at the GS-5 level and will follow Phase I and II of the Park Ranger Training Program as outlined in the attached Training Guide. Upon successful completion of 1 year of training as outlined in the training guide and demonstrated ability to perform assigned tasks at the higher level, the intern will be promoted to the GS-7 level. Presently employed GS-025 park technicians may enter at the GS-5, or GS-7 level depending on their qualifications and will follow Phases I, III, IV, and V of the Park Ranger Training Program as outlined in Appendix A.

10. Conclusion of the Training Program. Upon successful completion of the formal supervised and practical training program the intern will be promoted to a permanent ranger position at the GS-9 level. If a permanent position is not available at a Missouri River Division lake project, the recently promoted GS-9 full performance ranger will be assigned to a lake project in an over strength category. As soon as a permanent GS-9 ranger vacancy occurs, the incumbent will be assigned to that position.

11. Mobility Agreement. Each intern will be required to sign a mobility agreement. Failure to sign a mobility agreement or accept assignments determined to be necessary may be the basis for separation. Appendix D illustrates the contents of an appropriate mobility agreement.

12. Substandard Performance. Failure to complete any phase of the training program satisfactorily may be cause for dismissal from the program or removal from Government service.

13. Program Components.

a. Orientation. Periodically the Natural Resources Management Branch/Section will conduct a District Office orientation for all new Park Ranger Interns. The orientation will concentrate on the organization and responsibilities of all District elements. The objective of this portion of the training is not only to familiarize the intern with overall District responsibilities, but to introduce the intern to the team as a whole of which he or she is a part, encourage 'Esprit de Corps' and to promote the development of personal contacts with employees of all elements.

b. Required Reading. Districts will prepare a booklet for each Park Ranger Intern which will contain the following documents:

Resource Management Handbook (to be provided by Division)	
ER 1130-2-400	ER 1130-2-428
ER 1130-2-404	ER 1120-2-400
ER 1130-2-405	ER 1165-2-400
ER 1130-2-406	USACE Suppl 1 to AR 670-10
ER 1130-2-413	USACE Suppl 1 to AR 190-29
ER 1130-2-414	Title 36
ER 1130-2-418	Appropriate Division Regulations,
ER 1130-2-420	SOP's and Policy Letters
ER 1130-2-432	The Corps of Engineers Resource
	Volunteers Program

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ER 1130-2-402

Visitor Center Program

Reference list of other pertinent documents

The intern will be expected to demonstrate to his or her supervisor a working knowledge of all documents contained in the booklet. This may be accomplished through an oral examination conducted by the supervisor.

c. Formal Training.

(1) Required Courses. The following courses must be taken by all Park Ranger Interns during the 24-month training period.

(a) Courses to be taken during first 12-month training period:

Visitor Assistance Training
*District Level Citation Training
District Level Interpretive Services (abbreviated course)
Basic First Aid and CPR (local training)
Dam Safety Basic Course (Project level)

* Mandatory first 12-months of training to receive citation authority.

(b) Courses to be taken during second 12-month training period:

O&M Contract Administration
Introduction to Microcomputers
Applied Supervision (NISC Correspondence Course)

(2) Recommended Courses. Subsequent to being promoted to the GS-9 level the following courses are highly recommended as beneficial for meeting the needs of a full performance park ranger:

Basic Water Safety
Budget Preparation
Basic Supervision I
Real Estate M&D
Interpretive Services

(3) Elective Courses. The following list of courses is provided as a guide of other training available to fulfill the specific needs of an project or district. The employee should complete those courses which may have an immediate impact on job performance during the first 36 months of employment:

- Multiple Resources Use Management (University of Georgia)
- Maintenance Management School (North Carolina State)
- Radiological Monitoring
- Campground Design & Management (University of Tennessee at Martin)
- Interpretation Training
- Public Involvement
- Effective Letter Writing
- Water Safety and Boat Operation
- Photography
- Computer Training
- Public Awareness Conflict Resolution
- Wildlife Management Workshop - (Colorado State)
- Forest and Vegetative Management (North Carolina State)

Emphasis on formal training should be centered on required courses during the 24-month training period due to limited travel funds and other priorities. After completion of the training program, emphasis should continue on elective courses through the Individual Development Plan of each employee. The list of elective courses is not intended to be all inclusive as far as training courses available. Also, full advantage should be taken of workshops, conferences, interagency training opportunities, etc. which may become available during the training period.

(4) Correspondence Courses. There are several 'correspondence' courses which interns and full performance Natural Resource Management personnel can participate in as part of their 'self-improvement' program. Many of these courses are handled by the Training & Development Branch, Personnel Office.

d. On-the-Job Training. On-the-job training will be conducted to ensure that the Ranger Intern has the opportunity to work in and familiarize himself or herself with all aspects of the Natural Resource Management program. The project staff will be utilized in conducting on-the-job training. On-the-job training encompasses as broad a spectrum of duties as is practically possible. The Ranger Intern and the Supervisor shall frequently review and discuss these duties. Duties to be performed should include, but not be limited to, those appearing on the accompanying list. As duties are successfully performed by the Ranger Intern the check list will be dated and signed by the Ranger Intern and the Supervisor. Additional duties may be added to the list at the discretion of the Project (Resource) Manager.

e. Rotational Training.

(1) Project Rotations. In order to ensure the broadest base of practical information available, the Ranger Intern will be assigned to two projects during the 24-month training period. The assignments will be made to projects with characteristics as dissimilar as possible. These assignments will be coordinated by the District Natural Resource Management Branch. Interdistrict assignments may also be made if necessary.

(2) District Office Assignments. Each Ranger Intern will spend a minimum of 4 weeks assigned to the District Natural Resource Management Branch, preferably during the second year of the training period. During this assignment the trainee will receive instructions on policy and coordination procedures within the branch. Also, time will be spent with other appropriate elements, such as the other branches throughout Operations Division, Real Estate, PAO, Procurement and Supply, Security Office, Safety Office, Personnel, Engineering, and Planning. Only qualified personnel should provide training in specific areas, e.g., PAO provides training in news release writing, brochure preparation, audio visual equipment, etc. As the intern becomes familiar with the District and its procedures, he or she should be given routine work assignments such as Disposition Forms and Memos to other offices, reviewing contract submittals, review of drawings and plans and specs, Congressional correspondence, NRMS reports, personnel submittals, Lakeshore Management recommendations, operations management plan submittals, public information releases, brochure and publication drafts, visitor assistance problems, real estate matters, safety problems, etc. An evaluation will be made by the Natural Resource Management Branch Chief.

(3) Duties to be Performed. Duties to be performed during the 24-month training period are as follows:

<u>DUTIES</u>	<u>DATE</u>	<u>RANGER</u>	<u>SUPERVISOR</u>
Study & Review Project Master <u>Plan</u>			
Study & Review OMP's			
Study & Review Lakeshore Management Plan			
Study & Review O&M Manual			
Study & Review Emergency Operations Plans & Proced.			
Study & Review Sign Manual			

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<u>DUTIES</u>	<u>DATE</u>	<u>RANGER</u>	<u>SUPERVISOR</u>
Prepare Written Response to Request for Information			

Prepare News Release			

Prepare Response to DF			

Prepare Monthly Visitation Report			

Prepare Monthly Citation Report			

Prepare Pest Control Summary Report			

Prepare Incident Report			

Prepare Compliance Inspection Report			

Perform Encroachment Survey			

Perform Concession Inspection			

Perform Outgrant Inspection			

Prepare Scope of Work for Contractor			

Prepare Requisition			

Knowledge of Various Duties Performed by Administrative Asst.			

Knowledge of Timekeeping			

Knowledge of Wildlife Management Practices & Procedures			

Knowledge of Forest Management Program			

Knowledge of Search & Rescue Procedures			

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DUTIES

DATE

RANGER

SUPERVISOR

Perform Permit Investigation
& Prepare Permits for Execution

Knowledge of
Recreation Fee Program

Knowledge of
Trail Design & Construction

* Knowledge of
Maintenance Ops (Planning & Proced.)

Proficiency in Motorboat Ops

Knowledge of
Patrol Techniques (Land & Water)

Prepare & Perform
Interpretive Program in Campground

Perform Water Safety Program

Proficiency in Using 35mm Camera

Present Program to Civic Club

Prepare Schedules for Rangers/Techs
in Patrol & Work Situations

Prepare Visitor Survey

Knowledge of Radio Ops

Issue Warning Citations &
Violation Notices

Knowledge of
Pest Control Procedures

* Special provision may have to be made for intern at 89-72 project.

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<u>DUTIES</u>	<u>DATE</u>	<u>RANGER</u>	<u>SUPERVISOR</u>
Knowledge of O&M Contract Supervision & Inspection			
Knowledge of Construction Contract Specifications			
Collection & Reporting of Weather Data			
Knowledge of Traffic Counter Operation & Maintenance			
Knowledge of Budget Preparation			
Knowledge of Workboat Ops			

Those duties which cannot be performed at the permanent duty station should be performed, if possible, during the rotational duty assignments.

14. Evaluation and Performance Appraisals. Unlike regular employees, the ranger interns are in an official training status throughout their internship. Therefore, their performance demands more frequent assessment. Ranger interns must successfully complete all training assignments. Failure to complete any part of the training requires retraining at the minimum. This could delay an intern's promotion or lead to removal from the intern program.

a. Bi-Monthly Evaluation. An informal bi-monthly evaluation will be accomplished at the end of each 2-month period during the entire training program. During the on-the-job training portion of the ranger intern's program the supervisor should have input from those who have been responsible for immediately supervising the ranger intern during that period of time.

b. Semi-Annual Appraisals.

(1) The performance of ranger interns will be appraised on a semiannual basis, the rating period will be every 6 months, starting with the ranger intern's entrance on duty date. At the 6-month and 12-month intervals, DA Form 5398 (Civilian Performance Rating) will be fully discussed and completed. This will afford both the ranger intern and his or her supervisor the opportunity to openly discuss strengths and weaknesses of the program and adjustments each feel may be needed.

(2) The rating supervisor will be the ranger intern's immediate supervisor. The Activity Career Program Manager (ACPM) is the approving official. The reviewer may also be the ACPM. If so, the AC PM will be both the reviewer and the approving official.

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c. Probationary Appraisals. Since ranger interns are appraised on a semi-annual basis, the requirement for probationary appraisals after 4 months and 8 months of employment is waived for ranger interns. Supervisors, however, will certify retention or separation of ranger interns serving a probationary period during the ninth month of employment.

d. Interim Evaluation - Rotational Assignments. Interim appraisals keep track of ranger intern performance if the ranger intern rotates from one supervisor to another. As the ranger intern rotates from one lake project to another lake project, the ranger intern's performance shall be evaluated by the immediate supervisor at each rotational training station on DA Form 5398.

15. Program Completion.

a. District Evaluation. Upon completion of each year of the training program, the intern's performance shall be evaluated by the District Office. For the GS-5 intern, satisfactory completion of the first year of training and a demonstrated ability to perform assigned tasks at the higher levels will result in promotion to the GS-7 level. When it is determined that the entire ranger training program has been successfully completed, and there is a demonstrated ability to perform assigned tasks at the higher level, the intern shall be promoted to the GS-9 full performance level. The District shall then forward the intern's evaluation to the Division Office.

b. Certificate. A certificate attesting to the intern's successful completion of the Resource Management Training Program will be signed by the Division Engineer and presented to the Ranger.

16. Training Guide - Schedule of Training. The following training guide (Appendix A) outlines the type of training and the duration of each training assignment. A summary of these assignments are as follows:

GS-5 Intern - 1st Year:	1 Week - District Office 11 Months - Lake Project Office (3 weeks allotted for training)
GS-7 Intern - 2nd Year:	4 Weeks - District Office 10 Months - Lake Project Office 1 Week - Visitor Center (3 weeks allotted for training)

/s/
CHARLES E. DOMINY
Brigadier General, USA
Commanding

4 Appendices

APP A - Training Guide

Park Ranger Training Program

APP B - References

APP C - Park Ranger Training Program
Outline

APP D - Mobility Agreement

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APPENDIX A

TRAINING GUIDE
PARK RANGER TRAINING PROGRAM
PHASE I - DISTRICT OFFICE

Objective: To acquaint intern with the role of the Corps of Engineers on a national, division and district level.

WEEK 1

TRAINING UNIT

* TRAINING COVERAGE

Operations

Structure of the Federal Government the defense establishment and the Corps of Engineers

History of the Corps

Mission of the Corps

Mission of the Division Office

Organization and Territorial coverage of the Division

Chain of Command

ER's, Manuals, Circulars, multiple letters (OCE, Division, District) Disposition Forms

Program Briefing method of intern performance, evaluation, and rate of progress

Hydro Power Branch

Briefing

Program Execution Branch

Budget
Program
Reports

* Intern will be accompanied by a representative from the District level Natural Resource Management Branch.

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TRAINING UNIT

Project Operations

Safety

Regulatory Functions Branch

Natural Resource Branch

Natural Resource Branch

Natural Resource Branch

Natural Resource Branch

Natural Resource Branch

Missouri River Division

TRAINING COVERAGE

Vehicle Use
Licensing
Dam Safety Inspections
Sign Program
Dredging

Pesticide Handling
Fuel Solvent Storage
Service Maintenance Contract Requirements

Permits Relating to Natural Resource
Permits Relating to RE
Process of 10/404 Permit
Lakeshore Use Permits
Dredging
Bank Stabilization
Fish Habitat Structures
Overall View
RE Availability
Boundary Survey Fencing
Vegetation/Wildlife Contracts
Rental Abatement Program

Title 36
Public Relations
Leadership Traits and Principles
Camper Fee Program

Service Maintenance Contracts

NRMS

Cost-Share Program

Aerial Photo Map Request
Boat & Rec Maps, Master Plan Navigation
Charts

Function of MRD Division vs. District

PHASE II - PROJECT AREA

11 MONTHS

Objective: To present an overall view of the project and project procedures to intern.

Duration: 2 days

TRAINING UNIT

Park Manager

TRAINING COVERAGE

Purpose and description of project
Mission of Natural Resource Management Office
Organization of Natural Resource Management Office
Function of organizational elements of Natural Resource Management Office
Relationship with other project activities
Security and fire control

Objective: To thoroughly familiarize intern with office regulations and procedures so intern can locate forms, files, ER manuals, cost code designation sheet and supplies.

Duration: 3 weeks

TRAINING UNIT

Administrative Chief /
Administrative Assistant

TRAINING COVERAGE

Office Safety
Office Management and Procedures
Forms Management
Records Management
Requisition and Procurement Procedures
Cost Accounting and Control
Property
Communication (written, telephone, and radio)
Reports
Personnel Management
Travel and Transportation
Regulations, Manuals, Plans, and Instructions

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Objective: To familiarize intern with project areas by land and water. To acquaint intern with local authority jurisdiction and emergency procedures.

Duration: 5 weeks

TRAINING UNIT

Park Manager

TRAINING COVERAGE

Conservation development, native grass management, use and maintenance of project resources (land, water, vegetative cover, trees, fish, and wildlife, controlled burning and condition leases)

Insect and rodent surveillance and control

Weed and aquatic vegetation surveillance and control

Objective: To familiarize intern with safety procedures, requirements and operations.

Duration: 5 weeks

TRAINING UNIT

Park Manager

TRAINING COVERAGE

Safety (employee and public)
Fire protection (all efforts devoted to wildfire prevention, presuppression, suppression and rehabilitation of burned areas)
Public health (sanitation, pollution control and water quality)
Emergency Operations (search and rescue included)

Objective: To familiarize intern with administrative, technical and practical procedures involved in recreation planning, management and activities.

Duration: 11 weeks

TRAINING UNIT

Park Manager

TRAINING COVERAGE

Issuance and administration of permits (Lakeshore use, special permits, fees)
Picnic shelter reservation system
Field planning and siting for additional facilities
Safety (employee and public)
Ranger uniform
Title 36/citation ranger duties
Ordering Publications
Coordinating programs with other agencies
Administration of reservoir management safety program
Public relations (emphasis on photography)

Objective: To familiarize intern with Real Estate procedures in relation to Natural Resource Management activities.

Duration: 6 weeks

TRAINING UNIT

Park Manager

TRAINING COVERAGE

Area administration of outgrants, leases and easements

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Objective: To acquaint intern with maintenance activities involved in project facilities, structure, grounds, roads, boat ramps and land and floating plants.

Duration: 3 weeks

TRAINING UNIT

Maintenance

TRAINING COVERAGE

Maintenance Operations (under close supervision)
Safety (employee and public)
Maintenance activities
Structure, facilities, grounds, roads and boat ramps
Removal of drift and debris
Land and floating plant
Construction
Paint Shop
Indoor work areas
Periodic review and discussion of performance and rate of progress

Objective: To familiarize intern with the duties and responsibilities of a full performance park ranger.

Duration: Approximately 2 months

TRAINING UNIT

Park Ranger

TRAINING COVERAGE

Accompany GS-9 Ranger in the performance of daily work schedule and also perform duties found on check list, pare 13e(3)

PHASE III - DISTRICT OFFICE

4 WEEKS

TRAINING UNIT

TRAINING COVERAGE

Real Estate Division

Overview of RE
Chain of Command
Military/Civil
Invitation for Bid Procedures
Appraisal Procedures
Agriculture/Grazing Leases
Leases
Licenses
Easements
Concessionaires - 3rd Party

Security Office /
Emergency Operations

Disaster Scouting
DSR work
Reporting oil/other spills
Radiological information

Operations Division
and/or
Planning Division

Master Planning
Cultural Resources/Archeology
Environmental Review

Procurement and Supply Div.

Requisitions
Contracts

* Public Affairs Office

Army Regulations 360 Series
District News
Photos
Articles
Brochure availability

Photo-Unit

Slide file
Ordering form
Graphic techniques
Typeset
Reproduction
Lettering
Maps
Supplies
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TRAINING UNIT

EEO /
Personnel Office

Engineering Division

Construction Division

Office of Counsel

Natural Resource Management Branch

TRAINING COVERAGE

SF 52 (Request for Personnel Action)
Supervisor Do's - Don'ts
Employee Record
Overtime, Hazard, Sunday time, Differential
Training position
Summer hire
Suggestion program
Awards

Design of Recreation Areas and Facilities

Construction of Recreation Facilities
Contract Administration
Coordination with Operations

Coordination with Operations

Assignments in all phases of NRM Program
Evaluation
Questions

PHASE IV - PROJECT AREA
10 MONTHS

Objective: To present an overall view of the project and project procedures to intern.

Duration: 2 days

TRAINING UNIT

Park Manager

TRAINING COVERAGE

Purpose and description of project
Mission of Natural Resource Management Ofc
Organization of Natural Resource
Management Office
Function of organizational elements of
Natural Resource Management Office
Relationship with other project activities
Security and fire control

Objective: To thoroughly familiarize intern with office regulations and procedures so intern can locate forms, files, ER manuals, cost code designation sheet and supplies.

Duration: 3 weeks, 3 days

TRAINING UNIT

Administrative Chief

TRAINING COVERAGE

Office Safety
Office Management and Procedures
Forms Management
Records Management
Requisition and Procurement Procedures
Cost Accounting and Control
Property
Communications (written, telephone, radio)
Reports
Personnel Management
Travel and Transportation
Regulations, Manuals, Plans and Instructions

Park Manager

Familiarization with project area
Rules, Regulations, and Enforcement
(Federal, State and Local)
General surveillance and protection of project
land and water areas and facilities

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Objective: To familiarize intern with resource management, administrative, technical and practical procedures.

Duration: 11 weeks

TRAINING UNIT

Park Manager

TRAINING COVERAGE

Conservation development native grass management, use and maintenance of project resources (land, water, vegetative cover, trees, fish, and wildlife, controlled burning and condition leases)
Insect and rodent surveillance and control
Weed and aquatic vegetation surveillance

Objective: To familiarize intern with safety procedures, requirements and operations.

Duration: 5 weeks

TRAINING UNIT

Park Manager

TRAINING COVERAGE

Safety (employee and public)
Fire Protection (all efforts devoted to wildfire prevention, presuppression, suppression, and rehabilitation of burned areas)
Public health (sanitation, pollution control and water quality)
Emergency Operations (search and rescue included)

Objective: To familiarize intern with administrative, technical and practical procedures involved in recreation planning, management and activities.

Duration: 11 weeks

TRAINING UNIT

Park Manager

TRAINING COVERAGE

Issuance and administration of permits
(Lakeshore use, special permits, fees)
Picnic shelter reservation system
Field planning and siting for additional facilities
Public relations
Safety (employee-public)
Ranger uniform
Title 36/citation ranger duties
Ordering Publications
Coordinating programs with other agencies
Administration of reservoir management safety
program
Public relations (emphasis on photography)

Corps of Engineers

Visitor Assistance Training Course

Objective: To acquaint intern with maintenance activities involved in project facilities, structure, grounds, roads, boat ramps and land and floating plants.

Duration: 3 weeks

TRAINING UNIT

Maintenance

TRAINING COVERAGE

Maintenance Operations (under close supervision)
Safety (employee and public)
Maintenance activities
Structure, facilities, grounds, roads and
boat ramps
Removal of drift and debris
Land and floating plant
Construction
Paint shop
Indoor work areas
Periodic review and discussion of performance
and rate of progress

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APP A

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Objective: To familiarize intern with the duties and responsibilities of a full performance park ranger.

Duration: Approximately 2 months

TRAINING UNIT

Park Ranger

TRAINING COVERAGE

Accompany GS-9 Ranger in the performance of daily work schedule and also perform duties found on check list, pare 13e(3)

PHASE V
GAVINS POINT VISITOR CENTER/M. S. TRUMAN VISITOR CENTER

1 WEEK

Objective: To acquaint intern with visitor center operations, maintenance and management. To provide the intern with opportunities to work with various age groups.

TRAINING UNIT

Park Manager

TRAINING COVERAGE

Audio Visual Equipment
Temporary display
Group presentations
Power Plant tours
Exhibit design
Active interpretation
Passive interpretation

APPENDIX B
REFERENCES

1. Public Law 78-534. Flood Control Act of 1944 (58 Stat. 887).
2. Public Law 85-624. Fish and Wildlife Coordination Act. (72 Stat. 563).
3. Public Law 86-717. Forest Conservation (74 Stat. 817).
4. Public Law 88-578. Land and Water Conservation Fund Act of 1965.
(78 Stat. 897, 16 U.S.C. 4601-4)
5. Public Law 89-72. Federal Water Project Recreation Act.
(79 Stat. 213, 16 U.S.C. 460-1-12)
6. Public Law 91-611. Flood Control Act of 1970. (84 Stat. 1833).
7. Public Law 92-500. Federal Water Pollution Control Act, as amended (86 Stat. 816).
8. Public Law 92-516. Federal Insecticide, Fungicide and Rodenticide Act,
as amended. (92 Stat. 819).
9. Public Law 93-112. Rehabilitation Act of 1973 (87 Stat. 355).
10. Public Law 93-303. Land and Water Conservation Fund Act (88 Stat. 192)
11. Public Law 98-63. Supplemental Appropriations Act of 1983.
12. Title 36. Chapter III, Part 327. Code of Federal Regulations.
13. Title 42. Chapter XV, Sec. 1856a. Code of Federal Regulations.
14. Title 45. Chapter XX, Part 2010. Code of Federal Regulations.
15. AR 190-40. Military Police, Serious Incident Report.
16. AR 670-10. Furnishing Uniforms or Paying Uniform Allowances to Civilian Employees.
17. USACE Suppl 1 to AR 190-40. Serious Incident Report.
18. USACE Suppl 1 to AR 385-40. Mishap Reporting and Records.
19. USACE Suppl 1 to AR 670-10. Furnishing Uniforms or Paying Uniform Allowances to
Civilian Employees.

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- | | |
|--------------------|---|
| 20. ER 70-1-5. | Corps of Engineers Research and Development Program. |
| 21. ER 70-2-7. | Recreation Research and Demonstration System. |
| 22. ER 190-1-50. | Law Enforcement Policy, U. S. Army Corps of Engineers. |
| 23. ER 200-2-2. | Policy and Procedures for Implementing NEPA. |
| 24. ER 1105-2-50. | Environmental Resources. |
| 25. ER 1105-2-167. | Resource Use: Establishment of Objectives. |
| 26. ER 1120-2-400. | Recreation Resources Planning. |
| 27. ER 1130-2-401. | Visitor Center Program. |
| 28. ER 1130-2-404. | Recreation Use Fees. |
| 29. ER 1130-2-405. | Use of Off-Road Vehicles on Civil Works Projects. |
| 30. ER 1130-2-406. | Lakeshore Management at Civil Works Projects. |
| 31. ER 1130-2-407. | Operating and Testing Potable Water Systems. |
| 32. ER 1130-2-411. | Regulation of Seaplane Operations at Civil Works Water Resource Development Projects. |
| 33. ER 1130-2-412. | Aquatic Plant Control Program. |
| 34. ER 1130-2-413. | Pest Control Program for Civil Works Projects. |
| 35. ER 1130-2-414. | Natural Resource Management System. |
| 36. ER 1130-2-418. | Law Enforcement Service Contracts at Civil Works Water Resource Projects. |
| 37. ER 1130-2-420. | Visitor Assistance Program. |
| 38. ER 1130-2-428. | Interpretive Services. |
| 39. ER 1165-2-400. | Recreation Planning, Development and Management Policies |

- 40. EM 385-1-1. Safety and Health Requirements Manual.
- 41. EM 1110-2-400. Recreation Planning and Design Criteria.
- 42. EP 310-1-6. Graphic Standards Manual.
- 43. ER 405-1-12. Real Estate Handbook.
- 44. Executive Order 12512. Federal Real Property Management.

APPENDIX C

PARK RANGER TRAINING PROGRAM OUTLINE

- Phase I - Orientation to District Office for 1 week.
- * Phase II - Assignment to an operating lake project for 11 months.
- Phase III - Assignment to District Office for 4 weeks.
- Phase IV - Assignment to an operating lake project for 10 months.
- Phase V - Assignment to Gavins Point Visitor or H. S. Truman Visitor Center for 1 week.

The agenda listed in Phases I and III are intended to be used as a guide. The Chief of the Natural Resource Management Branch may modify the agenda as needed.

The duration of Phases II and IV may be modified, but only with the approval of the Division Office. Requests for deviation from the prescribed training schedule for Phase II and IV should be directed to MRDCO-R.

The order of completion of the listed duty items in Phases II and IV may be modified as needed by the project manager or supervisor.

* Within the GS-5 training period of 12 months and the GS-7 training period of 12 months, there are two 4-week periods which have been left open for formal training. The formal training will follow the required course list found in pare 13c. Additional flexibility may be required to allow for the scheduling of both required and elective type training courses.

APPENDIX D

MOBILITY AGREEMENT

I, _____, having accepted a position in the Park Ranger Training Program, agree to accept assignment at any of the projects within the Missouri River Division during the period of my training when such assignments are deemed necessary by the District Commander. This agreement also applies to my initial permanent assignment upon completion of the training program.

Signature of Intern

Date

ACKNOWLEDGED BY:

Chief, Natural Resource
Management Branch

Date

_____ District